

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 5920 SE COYOTE DR TOPEKA, KS 66619	DATE 27 NOV 2019	ANNOUNCEMENT NO. 17-2020
OPEN TO CURRENT MEMBERS OF THE KSANG OR THOSE ELIGIBLE TO BECOME	APPLICATIONS WILL BE ACCEPTED UNTIL 18 DEC 2019, 1500 HRS	
MILITARY POSITION TITLE & NUMBER STATE PRODUCTION SUPERINTENDENT #0703485	MIL AFSC & GRADE 8R300/SMSGT	APPOINTMENT FACTORS SEE BELOW
LOCATION OF POSITION KSANG HQ FORBES FIELD ANGB, KS OR MCCONNELL AFB, KS	MINIMUM RANK MSGT <small>IMMEDIATELY PROMOTABLE</small>	MAXIMUM RANK SMSGT
SELECTING SUPERVISOR Lt Col David Young, Director of Staff - Air, 785-646-0072, david.r.young56.mil@mail.mil		

AFSC SUMMARY

Manages and supervises programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force. Related DoD Occupational Subgroup: 150100.

AFSC DUTIES & RESPONSIBILITIES

Oversees and manages marketing support provided to recruiters. Plans and conducts recruiter marketing training. Conducts training and evaluates enlisted accessions and second-tier recruiters. Assists the operations flight commander in the management of the advertising and community relations budget.

Manages regional publicity program. Plans, directs and evaluates sales promotional projects using media such as direct mail, press, radio and television presentations. Writes copy and edits simple news stories and photograph captions. Supervises and trains enlisted accessions and second-tier recruiters on presentations of Air Force orientations to civic, social, educational and student organizations.

Manages community relations programs. Plans, organizes and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups and local organizations in support of recruiting objectives.

Manages Military Entrance Processing Station (MEPS) liaison production. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Oversees recruiting operational matters and interprets recruiting directives for assigned units.

Supervises recruiting activities. Oversees the recruiting practices, production and training of subordinate recruiting squadrons and recruiting personnel. Develops and maintains market data and allocates recruiting goals. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Assists in policy development and ensures timely implementation.

AGR & AFSC QUALIFICATIONS

1. Hiring of an E-8 is dependent on controlled grade availability.
2. Promotion to E-8 will be based on state promotion list and controlled grade eligibility.
3. Members who are not suitable for career AGR may be considered for an Occasional Tour.
4. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
5. Non AGR Person receiving a Federal military retirement or retainer pay are not eligible.

6. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
7. Military grade will not exceed the maximum authorized grade on the unit manning document.
8. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
9. Applicant must meet all requirements of ANGI 36-101.
10. Duty location may be McConnell AFB, Wichita, KS or Forbes Field ANGB, Topeka, KS. Location will be dependent on Agency need.
11. Minimum of 12 months experience in an 8R300A, certified as an 8R300A and 18 months ANG membership are required prior to assuming the SPS position.
12. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
13. Must possess an overall knowledge of ANG Recruiting and Retention Programs, and have demonstrated the capability of maintaining ANG recruiting/retention strength standards and goals with accomplished sales management ability.
14. Comply with military duty eligibility requirements in IAW ANGI 36-101.
15. Must be willing to work long, irregular hours, become involved in military and civic activities, and manage recruiting and retention programs that can withstand intense public scrutiny.
16. Must be a Senior Master Sergeant (E8) or a promotion eligible Master Sergeant (E7) prior to assignment.
17. Must have exhibited supervisory potential or demonstrated supervisory experience, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications.
18. Completion of SPS Course within one year of assignment.
19. Completion of the applicable coaching programs within one year of assignment is mandatory.
20. No history of emotional instability, personality disorder, or other unresolved mental health problems.
21. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
22. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
23. Must attain/maintain training standards and task certifications according to specific duty position JQS.
24. No record of conviction by summary, special, or general courts-martial.
25. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
26. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD
 - a. Must be able to lift more than 40 LBS
 - b. ASVAB requirements: G ≥ 24
 - c. PULHES: 111321

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the Human Resources Office, ATTN: Air AGR Specialist, 5920 SE Coyote Drive, Forbes Field, Topeka, KS 66619 or email your application to brooke.n.wisner.mil@mail.mil.

Applications will include:

- 1. Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position**
- 2. Current Fitness Report from the Air Force Fitness Management System (AFFMS II) – 2pg PDF**
- 3. Record Review RIP (from vMPF)**

NOTE:

1. *Failure to provide all the required documents will result in application being returned without further action.*
2. *Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
3. *If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact MSgt Brooke Wisner, HQ-KS/HRO, DSN: 720-0883, COMM: 785-646-0518.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.